

DEVELOPMENTAL DISABILITIES RESOURCE BOARD

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March 30, 2011

Mrs. Sherri Chapman
Office of Clay Co. Clerk
One Courthouse Square - Adm. Bldg.
Liberty, MO 64068

Dear Ms. Chapman:

Enclosed are copies of meeting minutes approved at the 02/22/11 board meeting:

February 22, 2011 Regular Board Meeting

Thanks for your help in placing these minutes in your files.

Sincerely,



Charles Washburn
Executive Director

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Serving Clay County Citizens with Developmental Disabilities

**MINUTES OF
DEVELOPMENTAL DISABILITIES RESOURCE BOARD
OF CLAY COUNTY**

February 22, 2011

The February meeting of the Developmental Disabilities Resource Board of Clay County was called to order at approximately 6:30 p.m. at the executive office, 920 S. Kent, Liberty, Missouri by Lorry Kelly, Chairman.

Present were: Karla Arnold, Ryland Duchardt, Stephen Elliott, Norm Guettermann, Lorry Kelly, Mary Olshefski, Beverly Sue Ryan, William Taylor and Linda Weisbach. Also present was Charles Washburn, Executive Director.

Guests present and signing in:

| | |
|----------------|----------------------------------|
| Wendy Witcig | Triality |
| Barbara Griggs | Concerned Care |
| Jill Bartlett | Northland Early Education Center |
| Dale Herrick | Immacolata Manor |
| Randy Hylton | VSI |
| Jerry Tindall | VSI |
| Joan Ibale | TNC |

ANNOUNCEMENTS / INTRODUCTIONS / CORRESPONDENCE

Correspondence:

- Triality Annual Report
- TNC Winter 2010 newsletter
- Sheltered Workshop Managers Winter newsletter

APPROVAL OF THE MINUTES

Beverly Sue moved and Norm seconded that the minutes of the Tuesday, January 25, 2011 Long Range Planning Committee Meeting be approved. The motion passed unanimously.

Mary moved and Norm seconded that the minutes of the Tuesday, January 25, 2011 Regular Board Meeting be approved. The motion passed unanimously.

TREASURER'S REPORT

Stephen Elliott read the Treasurer's Reports for January 2011.

As of January 31, cash assets were \$4,204,127.37 in checking and repurchase agreements and \$5,419,435.85 in short-term investments for a total in checking/savings of \$9,623,563.22. Total assets were \$11,218,177.22. Total liabilities and equity were \$11,218,177.22. Income for the month of January was \$3,524,790.95. Budgeted expenses for the month of January were \$337,656.75. January income in excess of expenses were \$3,187,134.20

Norm moved and Karla seconded that the Treasurer's Reports for January be approved as read. The motion passed unanimously.

EXECUTIVE DIRECTOR'S REPORT

Mailed approved board mtg. minutes from 11/30/10 to S. Chapman; Received JVS Audit for year ended September 30, 2010; Became aware of legal opinion issued to DMH regarding Targeted Case Management; Participated in Triality CARF interview and exit conference; Continued to work with KCRO to enroll several consumers in the Partnership for Hope Waiver; Attended Northland Regional Chamber of Commerce luncheon.; Attended MACDDS meeting in Jefferson City; Received proposal from Capital Asset Builders, LLC to facilitate Strategic Plan; Discussed proposal to facilitate Strategic Plan with Mark Allen with Missouri Small Business & Technology Development Center of UMKC; Fourth Quarter 2010 financial and program goals reports received, the Executive Director asked all agencies how DDRB could help; Continued to work with Bruce Cully to complete the 2010 Financial Audit.

COMMITTEE REPORTS

Executive Committee--The Executive Committee did not meet prior to the Board meeting.

Review Financial Requests

Treasurer's Bond Renewal

Cretcher Heartland submitted an invoice for \$475.00 (same as 2010) to cover 2/26/11-2/26/12 Treasurer's Bond. The money would be taken from #5000:0120 Insurance.

The Finance Committee recommended payment of \$475.00 to cover Treasurer's Bond renewal from 2/26/11 to 2/26/12.

Steve moved and Mary seconded that the Board approve payment of \$475.00 to Cretcher Heartland to cover renewal of Treasurer's Bond from 2/26/11 to 2/26/12. Voting yes: Karla, Ryland, Steve, Norm, Lorry, Mary, Beverly Sue, Bill and Linda. The motion passed.

Finance Committee--The Finance Committee met prior to the Board meeting. Discussion centered around the list provided by the Executive Director of current vendors being used by DDRB. The committee agreed to recommend to the Board that all vendors be bid during 2011 and be rebid in no less than three than three year increments.

Steve moved and Norm seconded that Board review all vendors and bid out every three years starting in 2011. The motion passed unanimously.

The Board Treasurer asked the Executive Director to obtain the cost of increasing the D&O insurance coverage from \$1,000,000 to \$2,500,000.

Services Committee

Did not meet prior to Board meeting. Will have meeting in April.

Long Range Planning Committee

Did not meet prior to Board meeting. Will have meeting in March.

Board Owned Property Committee

1st Quarter 2011 Property inspection reports

Ridgeway House

11101 The toilet in the hall bath needs to be replaced. Est. \$400. **11102** The water supply line that enters the house immediately goes from $\frac{3}{4}$ to $\frac{1}{2}$ and back to $\frac{3}{4}$ inch copper pipe. The water pressure could be improved if this section were replaced. Est. \$275

11103 The northwest bedroom needs the carpet replaced with linoleum. Est \$1000

Hampton House

11104 According to Greg with Concerned Care- The state fire marshal requires the water heater in the garage to be enclosed in a closet- Est. \$1200. **11105** The toilet in the hallway keeps overflowing. It should be replaced. Est. \$400. **11106** It was suggested that a sidewalk be installed from the back door to the driveway. This would give the residents a safe way to get out in case of a fire. 70 ft long and 4 ft wide. Est. \$2200

Liberty House

11107 JP has a small hole in his closet door that can be repaired. Est \$ 75. **11108** Three sections of siding above the back deck have come loose and need reattached. Est \$125

11109 The joints on the gutters are leaking. The joints need to be cleaned and resealed. Est \$275

Sherwood House

11110 The pop up drain is missing in the bathroom upstairs. It should be replaced with a grid drain. Est \$75. **11111** The carpet in Tessa's room needs to be replaced with linoleum. 13x 18 Est \$1300. **11112** The carpet on the second floor is getting worn and looks bad. Replace? Est \$3500. **11113** The bedroom above the garage has two windows that are warped and do not operate properly. They should be replaced with replacement style windows. Est \$800

Northland House

11114 The bedroom located off the kitchen needs the carpet replaced with linoleum. Est \$800

Flora House

11115 The door and door jamb to the back bathroom are getting quite worn. The door should be replaced with either a regular door or commercial style door? Est \$450- \$900. **11116** The drywall tape on the wall and ceiling in the back hallway has pulled apart and need repaired. Est \$300. **11117** The front door is damaged beyond repair and should be replaced. Est \$700

South Kent Office and Triality

11118 The sidewalks around the building have started to move and shift. The cracks should be caulked to prevent farther movement. Est \$600. **11119** The downspouts on the north side of the building freeze every winter and backup in to the building damaging the ceiling tiles. There is a heating cable system that can be installed to keep them from freezing. Est \$3900.

11120 The landscape needs to be pruned and fertilized prior to Spring. Est\$ 300

Board Owned Property Committee, continued

Norm moved and Steve seconded that Kuhlman Construction LLC be authorized for all above except 11119 & 11120; 11112 to be modified from carpet to lineoleum and 11118 be modified to include filling crack between north entrance and street. Also, Kuhlman is to be requested to show both labor and materials on the invoices. The total cost should not exceed \$16,975. Voting yes: Karla, Ryland, Steve, Norm, Lorry, Mary, Beverly Sue, Bill and Linda. The motion passed.

OLD BUSINESS:

The Executive Director reported there has not been any changes in TCM requirements from DMH. House Bill 508 was heard in committee with no decisions being made.

The Nominating Committee presented the following slate of officers for 2011:

| | |
|----------------|------------------|
| Chairman: | Lorry Kelly |
| Vice Chairman: | Norm Guettermann |
| Treasurer: | Steve Elliott |
| Secretary: | Linda Weisbach |

Norm moved and Karla seconded the Officers be elected as presented by the nominating committee. The motion passed.

The Chairman named the following committees:

Finance Committee: Stephen Elliott, Chairman; William Taylor, Ryland Duchardt & Mary Olshefski.

Long Range Planning Committee: Beverly Sue Ryan, William Taylor, Linda Weisbach & Mary Olshefski.

Services Committee: Karla Arnold, Ryland Duchardt & Lorry Kelly

Board Owned Property Committee: Norman Guettermann, Chairman; Beverly Sue Ryan, Karla Arnold & Stephen Elliott

NEW BUSINESS:

MEHTAP Application/Contract Resolution for FY2012

Funding from the MEHTAP grant is used to offset the cost of transportation. The board chairman and board secretary must sign the authorizing resolution with the MEHTAP application for FY2012 funding grants (page 11). If funds are awarded, the chairman must sign the contract.

Steve moved and Mary seconded that the Board direct the chairman to sign the authorizing resolution with the MEHTAP grant application and the contract for the FY2012 MEHTAP Grant if funds are awarded. The motion passed unanimously.

COMMUNICATIONS: Guests

Concerned Care-Several fundraising projects are being planned for the spring
Immacolata Manor- Announced CARF Survey March 10 & 11, 2011.
Vocational Service- Announced CARF Survey March 9 & 11, 2011.
Triality-Received three recommendations during recent CARF Survey.
NEEC-Flooring project is nearing completion.

As there were no further discussions, the meeting be adjourned at approximately 7:10 p.m.

Respectfully submitted,

Charles Washburn
Executive Director